



## HRSC EAST EMPLOYEE BENEFITS UPDATE

# Thrift Savings Plan (TSP) Open Season 15 April - 30 June 2003

TSP open season will begin on 15 April 2003 and end on 30 June 2003. You will receive the open season leaflet "Think Big" from your servicing Human Resources Office (HRO). The booklet "Summary of Thrift Savings Plan for Federal Employees" is available from the TSP web site at <http://www.tsp.gov/forms/tspb08.pdf>. The National Finance Center will issue TSP participant statements in late May. The participant statements will contain cumulative information as of 30 April 2003, and detailed account activity for the period from 1 November 2002 through 30 April 2003.

During the open season you can:

- Elect to participate in TSP. Civil Service Retirement System (CSRS) and CSRS Offset employees can contribute up to 8% of basic pay and Federal Employees Retirement System (FERS) employees can contribute up to 13% of basic pay. The total amount of TSP contributions cannot exceed the Internal Revenue Service (IRS) annual limit for elective deferrals. The elective deferral limit for 2003 is \$12,000.
- Increase/decrease the amount your currently contribute to TSP.
- Stop participating in TSP. You can stop participating in TSP at any time, but if you stop during open season you can resume participation during the next open season. If you stop participating outside an open season, you are not eligible to start participating again until the second open season after you cancel.

### HOW TO ENROLL IN TSP OR MAKE A TSP ENROLLMENT CHANGE

The HRSC East does not accept paper copies of the TSP-1 TSP Election Form for open season changes.

You can enroll in TSP or make a TSP enrollment change through:

- The Employee Benefits Information System (EBIS), an Internet based system at <http://www.donhr.navy.mil/>. You use your Social Security Number and password to log into EBIS. If you are a new EBIS user it is helpful to have a copy of your last SF 50, Notification of Personnel Action or Leave and Earnings Statement (LES) because you will need to know your service computation date leave, pay plan, grade and step to create your EBIS password. To make a TSP change you must also establish a Personal Identification Number (PIN) if you have not previously created one in EBIS or The Benefits Line. Your initial PIN is your month and year of birth (MMYY). You must change this to a 6-digit PIN.
- The Benefits Line, an interactive voice response system at 1-888-320-2917. To log into The Benefits Line you use your Social Security Number and PIN. This is the same PIN that you created in EBIS. Your initial PIN is your month and year of birth (MMYY). You must change this to a 6-digit PIN.

## HOW TO ALLOCATE TSP CONTRIBUTIONS AMONG THE TSP INVESTMENT FUNDS

You can allocate any whole percentage of **future payroll contributions** to any of the five investment funds by making a contribution allocation and can redistribute **existing account balances** among the five investment funds by making an interfund transfer. You can make a fund change:

- By accessing the TSP web site at <http://www.tsp.gov> or the TSP ThriftLine at (504) 255-8777.
- By completing a paper TSP-50, Investment Allocation and mailing it to the TSP record keeper at the address shown on the form.

If you are a new TSP participant, all contributions to your account will be invested in the Government Securities Investment (G) Fund until you direct the TSP record keeper to allocate your contributions differently. Once you receive a letter from the TSP record keeper confirming that your new account has been established, you will be able to allocate your contributions among the five investment funds.

## EFFECTIVE DATE OF TSP OPEN SEASON CHANGES

If you make a TSP open season change it is important to review your LES after the effective date of your TSP change to ensure that the change is properly reflected. Information about projected TSP open season changes is available in EBIS and The Benefits Line.

TSP open season changes will be effective as follows:

<b>TSP Elections Received By HRSC East</b>	<b>Effective Date Of TSP Election Is</b>	<b>TSP Change Will Be Reflected In Paycheck Received</b>
15 April - 31 May 2003	1 June 2003	20 June 2003
1 June - 14 June 2003	15 June 2003	4 July 2003
15 June - 28 June 2003	29 June 2003	18 July 2003
29 June - 30 June 2003	13 July 2003	1 August 2003

## TSP CATCH-UP CONTRIBUTIONS

On 27 November 2002, President Bush signed Public Law 107-304, which permits eligible TSP participants who are age 50 or older to make tax-deferred "catch-up" contributions from their basic pay to their TSP accounts. As information becomes available about procedures for making TSP catch-up contributions it will be distributed through an HRSC East Employee Benefits Update.

## QUESTIONS REGARDING TSP

If you have any questions about TSP or need help using EBIS or The Benefits Line, please call The Benefits Line at 1-888-320-2917, select option 2 to talk to a benefits counselor then option 1 for East Region. Benefits counselors are available from 7:30 a.m. – 4:30 p.m. EST Monday through Friday.

You may e-mail the Retirements and Benefits Division anytime at [Benefits\\_east@east.hroc.navy.mil](mailto:Benefits_east@east.hroc.navy.mil).

The TTY number for the hearing impaired is (757) 396-7078.